

# VACANCY ANNOUNCEMENT



## Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

**TO: All Interested Candidates**  
**SUBJECT: Human Resources Specialist**  
**(Full Performance Level\*)**

**DATE:** October 17, 2014  
**NUMBER:** 2014-V- 076 FP

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

**POSITION:** N-54201 – Human Resources Specialist, FSN-10, FP-05/05\*\*

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** October 31 16, 2014

**WORK HOURS:** Full-time: 40 hours/week for Not Ordinarily Residents  
Full-time: 35 hours/week for Ordinarily Residents

**SALARY:** Not Ordinarily Resident: final salary will be confirmed by Washington based on applicants' qualifications and prior work experience\*\*\*  
Ordinarily Resident: € 52.060,00 gross p.a. (starting salary)

\* This position is being advertised simultaneously with the Training Level, FSN-9, FP-05

\*\* Actual grade and salary will be based on the qualifications of the applicant

\*\*\* Overseas Comparability Pay will apply if an FMA appointment

**The U.S. Embassy in Paris seeks a Human Resources Specialist.**

### **BASIC FUNCTION OF POSITION:**

The incumbent leads a team in the Human Resources Office delivering services to more than 400 locally employed (LE) staff. He/she serves as the expert on all LE Staff Human Resources programs, including but not limited to recruitment and selection, compensation and benefits, and employee relations. The incumbent has overall responsibility for preparation of all mandatory French Social Security and affiliated organizations' reports and account reconciliations. The position serves as the technical advisor and HR Office representative for the supplementary medical, risk benefits program and the occupational medicine program and supervises two positions. A description of the duties is available at the end of the document.

## **QUALIFICATIONS REQUIRED:**

### **Notes:**

**1) APPLICANTS ARE REQUIRED TO SUBMIT THEIR APPLICATIONS OR RESUMES IN ENGLISH AND FRENCH.**

2) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

### **1. Education:**

A Bachelor's degree in Liberal Arts and recent specialized coursework in French labor laws, French social security regulations and employment practices.

### **2. Prior Work Experience:**

A minimum of five years of progressively responsible work experience in Human Resources Management **or** in a legal environment handling employee relations matters is required.

At least one year of prior supervisory experience is required.

### **3. Language proficiency (These may be tested):**

English (Writing-Reading-Speaking), Level-4 – Fluency is required.

French (Writing-Reading-Speaking), Level-4 – Fluency is required.

The incumbent must be able to produce properly written and formatted written correspondence of all types in English and French and translate complex documents including labor laws and regulations that have the effect of law.

### **4. Knowledge (These may be tested):**

Expert and comprehensive knowledge of French labor laws, French Social Security laws and implementing regulations.

Expert and comprehensive knowledge of Department of State regulations, Standardized Regulations, payroll regulations and procedures.

### **5. Skills and abilities (These may be tested):**

Must be compassionate, tactful, diplomatic and discrete in the handling of personnel sensitive matters  
Strong research and analytical skills.

Sound judgment and ability to present balanced recommendations to problems that arise which safeguard employee rights and management interests.

Ability to work under pressure.

Excellent organizational skills.

Excellent computer skills, including Excel, Outlook, and Word and Excel are required.

### **Selection Process:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria (see definitions):**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

**To Apply:**

Interested applicants for this position must submit the following or the application package will not be considered.

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment: DS-174 (available from the Embassy web site employment page), or
3. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
4. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Submit application to:**

EMAIL: [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)

Please **do not send** applications in the mail.

**Point of contact:**

Human Resources Assistant

TEL: 01-43-12-25-74 / 01-43-12-26-52

FAX: 01-43-12-24-36

**DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and
  - EFM (see above) at least 18 years old; and
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

## **CLOSING DATE FOR THIS POSITION: October 31, 2014**

The US Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All Interested Candidates

## **Human Resources Specialist, FSN-305-10**

### **Tri-Mission France Human Resources Office**

#### **Basic Function of Position:**

The incumbent is responsible for the day-to-day management of the Locally Employed (LE) Staff Human Resources Programs. The position functions as the expert advisor to the Human Resources Officer and all levels of management on French labor laws, local employment regulations and prevailing practices which affect all aspects of the HR program from recruitment and selection, compensation and benefits, performance management, training and development, payroll, time and attendance reporting, grievances, employee relations, and disciplinary actions, to separation and retirement. The incumbent provides services to over 400 LE Staff in a variety of employment categories and under different social insurance/retirement schemes in three Missions with 50 associated agencies and offices, two Consulates General, a Consular Agency, and three American Presence Posts. The position supervises two full-time positions: N54104 and PC5406.

#### **Major Duties and Responsibilities:**

- **Advisory and Management Role**

Keeps up-to-date on French labor laws and labor code changes and informs the HRO about changing trends in employment program policies that may impact the LE Staff HR program. Keeps up-to-date on State Department regulations (HR/Office of Overseas Employment) that impact LE staff employment. Informs HRO, Post Management officials and HR/OE of changes to local labor laws and policies which necessitate changes to the Local Compensation Plan (LCP). Drafts and publishes authorized changes in policy, rules and regulations for Tri-Mission personnel use in employment matters. Issues, reviews, and updates the LE Staff Handbook.

Explains federal/post policies to supervisors and employees. Negotiates with French Officials regarding Mission entitlement to new benefits contained in the LCP, such as reduction in contributions and tax exemptions. Implements other important changes, such as the work week reduction in hours, new parental leave policies, changes in mandatory retirement age, etc. Organizes information sessions on employment related subjects such as Complementary Health Insurance Plan, Retirement, and French Social Security. Contacts and invites participants from appropriate organizations (French SSA, Retirement Funds (CNAV), etc.) Organizes meetings.

Serves as Contracting Officers Representative for the occupational medicine program, work safety and complementary medical and risk benefits programs. Oversees the annual physical examination program and driver safety program to ensure compliance with the Tri-Mission occupational medicine contract and labor regulations.

Implements changes in LE staff complement including Reduction in Force (RIF) actions.

Manages employer and employee contributions and benefits reporting to the French Social Security System and affiliated organizations and the issuance of all LE Staff personnel actions and pay documents which affect time and attendance and pay. Monitors work-related accident programs of employees under the Civil Service Retirement System (CSRS) and French Social Security Systems (FSSS). Manages the administration of LE Staff benefits (leave, separation, and unemployment) for Non-American employees under the FSSS or CSRS, and for LE Staff resident Americans under the US or French Social Security systems.

- **Complementary Medical and Risk Benefits (death/disability) Insurance Program**

The incumbent is responsible for the mandatory Complementary Health Insurance Program, which either provides LE staff covered by the French Social Security with complementary health insurance coverage, or provides CSR employees, and U.S. LE employees under the U.S. Social Security with full health insurance coverage. The complementary care provider is selected competitively. A contract is signed with the provider by the Procurement Office following negotiations jointly conducted by Procurement and the incumbent, who acts as the Contracting Officer's Representative (COR) in this capacity.

When a new bid process is initiated by the Procurement Office, the incumbent prepares all statistical data to be used in the bidding. As the COR for the complementary insurance program, compiles statistical reports, reviews scope of work, undertakes cost and actuarial analysis (certain elements) to provide the Procurement Office with fully-documented input allowing the most advantageous deals, price/coverage ratio. In conjunction with the HRO, the incumbent works closely with the Procurement Office to select a new care provider.

Reviews all covered services (medical care, drugs, hospitalization, surgery, physical therapy, sickness, disability and death benefits) and seeks input from users on a regular schedule during the contract year to ensure that the quality of benefits provided by the current care provider is commensurate with the premium cost.

Keeps track of employee claims; alerts management of any dysfunction to ensure proper use of benefits and avoid unwarranted increase of premiums. Establishes rapport and closely works with care provider to maintain top quality service, maximum benefit, and preferential rates.

- Employee Relations/Disciplinary Matters

Incumbent handles a wide range of employment issues involving one or more aspects of the following: privileges and benefits, conduct and performance, financial obligations, conflicts with colleagues and supervisors, absenteeism and disciplinary actions. Seeks local counsel's guidance on some exceptional matters requiring legal advice. Makes sure that disciplinary decisions are in compliance with local labor laws so as to avoid litigation. Prepares correspondence for local counsel's review in situations implying serious disciplinary actions up to termination of employment. Provides supervisors and employees with reliable and detailed information regarding local labor laws and procedures on complex and sensitive cases. Makes recommendations to supervisors and counsels employees on all kinds of employment-related issues.

Monitors performance and conduct matters and disciplinary sanctions, keeping the HRO informed. Brings problem cases to the HRO's attention for development of an action plan. Determines when and how to organize a counseling session between employee and supervisor. Gathers all information relating to a case, initiates investigations, reviews records, and conducts interviews.

Establishes rapport with employee(s) so as to keep situation under control and prevent escalations of issues. Adapts strategy according to personalities, circumstances, and social environment given the large social span covered by the Tri-Mission workforce. Enforce disciplinary actions when necessary. Ensures that all employee inquiries and/or complaints are worked out expeditiously and equitably. Uses a tracking system to record all disciplinary actions taken, including copies of the appropriate personnel actions. Ensures that suspension or other disciplinary actions affecting pay are handled with discretion.

- Employee Support Service and Morale

Actively listens to employee concerns, anticipates and identifies sources of employee-management difficulties and keeps management informed of current issues. Recommends actions to take to enhance employee morale.

Alerts HRO of employee misconduct and activities that may be inconsistent with USG goals and standards. Informs HRO on any specific issue that could have major impact on personnel or Tri-Mission operations, and directly reports cases requiring RSO attention.

Confers with the SHEM Officer and the Embassy occupational doctor (Médecin du Travail) in order to assess and resolve safety and health issues. Identifies issues leading to abusive or habitual absences, long term sick leave, poor work performance, or serious ailments. Presents precautionary and preventative measures to Management to minimize detrimental effects.

- Local Compensation Plan (LCP) and Payroll Operations.

Monitors local labor laws and prevailing practice and secures approval for all changes to the LCP from HR/OE and agency heads at Post before publication.

Issues and updates all approved LCP changes, including updates via staff notices and the LE Staff Handbook. Whenever a salary increase is authorized by the Department, prepares reports to break down projected cost by grade and by employee in each grade. Establishes amounts involved for each agency; ensures that total projected costs do not exceed the total budget allotted for said increases.

Amends the Compensation Plan, issues new salary charts and submits instructions to FMC and FSC Charleston for implementation of the new plan. Ensures that the new Compensation Plan is implemented correctly.

On an ongoing basis, identifies changes in local labor law, social insurance and tax law and salary practices, which might generate changes in the Plan, advises the HRO and requests HR/OE approval. Amends the Compensation Plan accordingly.

Develops and maintains good working relations with the French Labor Ministry, HR staff in local companies and other Embassies, and with the embassy's designated legal advisor in order to obtain timely information and maintain excellent cooperation standards.

- Payroll

Ensures that the payroll system and procedures are in compliance with host government as well as USG regulations and the Local Compensation Plan.

Supervises position responsible for country-wide payroll operations (time & attendance reporting, overtime authorization). Supervises position responsible for French Social Security & Affiliated Organizations account reconciliation, reporting & payments

Under delegated authority of the HRO, reviews and certifies for HRO approval the accuracy of all reports prepared by subordinates to the French Social Security Administration, affiliated organizations, and the complementary medical plan provider. These reports provide total amounts as well as detailed information regarding LE staff salaries, i.e. French Social Security withholdings (employee and employer contributions) and taxable amounts (individual and total salaries). Also reports on sick leave benefits received from French Social Security funds.

- Special Immigrant Visa Program

Incumbent receives requests of employees who wish to obtain a special immigrant visa after 15 years of service with the Tri-Mission. Reviews employee personnel records and collects data listing records of merits and accomplishments. Transmits the data for review by the Embassy commission responsible to determine visa eligibility. Prepares final recommendation/justification for the Ambassador's signature.